

POSITION TITLE: MANAGER II –
 Classification Operations

DEPARTMENT: Classification and Records

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 029244

Performs moderately complex managerial work administering the daily operations and activities of the Classification and Records program. Work involves establishing goals and objectives; developing guidelines, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; developing and evaluating budget requests; monitoring budget expenditures; and planning, assigning, and supervising the work of others. Works under general supervision with limited latitude for the use of initiative and independent judgment.

- A. Manages the activities of staff in the program areas; plans, implements, coordinates, monitors, and evaluates policies and procedures; develops guidelines, procedures, rules, and regulations; monitors compliance with policies and procedures; and assists in the planning, development, and operation of special facilities.
- B. Establishes program goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; develops and implements techniques for evaluating program activities; manages evaluation of program activities; and identifies areas in need of change and makes recommendations to improve operations.
- C. Oversees the preparation of management and productivity reports and studies; oversees special investigations, internal audits, and research studies; develops and evaluates budget requests, monitors budget expenditures, and makes adjustments as necessary; and manages the preparation, development, review, and revision of legislation.
- D. Provides technical guidance in the program areas; represents the program areas at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees; and testifies at hearings, trials, and legislative meetings.
- E. Plans, assigns, and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required eight years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Eight years full-time, wage-earning program administration, criminal justice, law enforcement, or public administration experience.
3. Three years full-time, wage-earning experience in the supervision of employees.
4. Governmental program experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of procedures, methods, and techniques of offender classification.
3. Knowledge of applicable local, state, and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to manage program activities.
8. Skill to establish, implement, and evaluate program goals and objectives.
9. Skill to develop and evaluate administrative policies and procedures.
10. Skill to interpret and apply rules, regulations, policies, and procedures.

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- 11. Skill in administrative problem-solving techniques.
- 12. Skill in public address.
- 13. Skill to review technical data and prepare technical reports.
- 14. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.